



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW
DIRECTOR

Date: September 2, 2004
To: Before- and After-School Child Care Programs
From: James B. Gale, Director
Office of Children and Adult Licensing
Re: Public Act 696 of 2002

The Child Care Organization Act (Public Act 116 of 1973, as amended) provides the legal basis for regulation of child care organizations, including school-age child care. Public Act 696 of 2002 amended in 2002 the Child Care Organization Act to allow facilities or programs for school-age children, operated at a school by a public school or by a person or entity with whom a public school contracts for services, to request an exemption from the regulatory requirements of the Act.

To be eligible to be considered for an exemption:

- The program must be currently licensed or approved.
- The program must have been in operation and licensed, or approved, for a minimum of four years prior to the exemption request.
- During the past four years, there must not have been substantial violations of the act or administrative rules.
- The school board or board of directors must adopt a resolution supporting the application for exemption.

If you wish to apply for an exemption, please complete the attached application and return it, along with the adopted school board resolution or board of directors' resolution to:

Office of Children and Adult Licensing
Division of Child Day Care Licensing
7109 W. Saginaw
P.O. Box 30650
Lansing, MI 48909-8150

We will respond to your request within 45 days from the date the completed application is received.

OFFICE OF CHILDREN AND ADULT LICENSING
REQUEST FOR EXEMPTION FROM P.A. 116 LICENSURE/APPROVAL
Michigan Family Independence Agency

License #	MCL722.111 (Section 2) provides that a "facility or program for school-age children that is operated at a school by a public school or by a person or entity with whom a public school contracts for services...may apply to the department ...to be exempt from this act."
Name of Facility	Licensee Name
Address	Address (if different from Facility)
City/State/Zip Code	City/State/Zip Code
Contact Person	Phone

Programs exempted from licensure under Act 116, must comply with the requirements from Act 451, Public Acts of 1976 for the school age program, including:

- The program shall have at least 2 adult program staff members present at all times when children are present.
- The program shall have a child to adult program staff member ratio that meets the following:
 - For children in grades K to 3, is no greater than the lesser of either 20 children to 1 adult program staff member or the average pupil to teacher ratio during school hours in that school district, public school academy, or intermediate school district in regular K to 3 classrooms.
 - For children in grades 4 to 8, is no greater than the lesser of either 25 children to 1 adult program staff member or the average pupil to teacher ratio during school hours in that school district, public school academy, or intermediate school district in regular grade 4 to 8 classrooms.
- Within 3 months after he or she begins to work in the program, each adult program staff member shall hold valid certification in cardiopulmonary resuscitation and basic first aid issued by the American Red Cross, American Heart Association, or a comparable organization or institution approved by the department.
- The program shall be located at school in facilities comparable to rooms used by pupils during the regular school day.
- The program shall provide daily activities and relationships that offer each child in the program opportunities for physical development; social development, including positive self-concept; and intellectual development.
- If food is served, the food service shall comply with the same nutrition requirements that apply to food service by the school district, public school academy, or intermediate school district during the regular school day.
- If the school district, public school academy, or intermediate school district uses its employees to staff the program, before assigning a staff member to work in the program, the school district, public school academy, or intermediate school district shall comply with sections 1230 and 1230a with respect to that individual to the same extent as if the individual were being hired as a teacher. If the school district, public school academy, or intermediate school district contracts for the operation or staffing of the program, the contract shall contain assurance that the contracting person or entity, before assigning an individual to work in the program, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a teacher. The department of state police shall provide information to a school district, public school academy, intermediate school district, or contracting person or entity requesting information under this subdivision to the same extent as if the school district, public school academy, or intermediate school district contracts for the operation or staffing of the program, the contract shall contain assurance that the contracting person or entity, before assigning an individual to work in the program, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a teacher. The department of state police shall provide information to a school district, public school academy, intermediate school district, or contracting person or entity requesting information under this subdivision to the same extent as if the school district, public school academy, intermediate school district, or person or entity were a school district making the request under section 1230 or 1230a.
- The board of the school district or intermediate school district or board of directors of the public school academy, in consultation with the director of the program and the principal of the school at which the program is operated, shall develop, adopt, and annually review a policy concerning the program that, at a minimum, addresses safety procedures for the program, including first aid, food safety, discipline, dispensing and storage of medication, and access to student emergency information and telephones.
- Not later than September 1 of each school year, the board of the school district or intermediate school district or board of directors of the public school academy shall adopt and submit to the secretary of the intermediate school board a resolution affirming that the program and the corresponding policies comply with Act 451.
- The board of the school district or intermediate school district or board of directors of the public school academy shall make copies of the policy, and of any annual reviews or revisions, available to the public.
- The board of a school district or intermediate school district or board of directors of a public school academy shall ensure that any written information published or distributed by the school district, public school academy, or intermediate school district concerning a before- or after-school program it operates includes a statement in at least 10-point type notifying the public whether the program follows or deviates from *The Model Standards for Out-of-School Time Programs in Michigan*

REQUEST FOR EXEMPTION FROM P.A. 116 LICENSURE/APPROVAL

LICENSE INFORMATION

If exempted from licensure under Act 116, the School Board or Board of Directors agrees to comply with the requirements from Act 451, Public Acts of 1976 for the school age program, as described on page 1, of this application. <input type="checkbox"/> No <input type="checkbox"/> Yes	
License Effective Date:	License Expiration Date
Does this program serve children less than 4.9 yrs of age? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, we understand that the preschool program must remain licensed and regulated by the Office of Children and Adult Licensing.	
Is the School Board or Board of Directors resolution supporting exemption from licensure attached? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Name of the local intermediate school district that will receive the annual resolution from the school board or board of directors:	

FOR OCAL USE

Special Investigations in the past 4 years? <input type="checkbox"/> No <input type="checkbox"/> Yes Provisional License issued in past 4 years? <input type="checkbox"/> No <input type="checkbox"/> Yes	Has this facility had substantial Act or rule violations in the past 4 years? <input type="checkbox"/> No <input type="checkbox"/> Yes.
Recommendation to approve exemption request <input type="checkbox"/> No <input type="checkbox"/> Yes. If "No" please explain	Has the center been licensed at this site for at least 4 years? <input type="checkbox"/> No <input type="checkbox"/> Yes
Date Exemption Request Granted	Effective Date of Exemption

SIGNATURES

Signature of person completing report (if not Licensee)	Title	Date
Signature of Licensee	Title	Date
Signature of Superintendent or Board CEO (if not Licensee)	Title	Date
Signature of OCAL Representative	Title	Date